

**County of Los Angeles – Department of Mental Health
EMERGENCY OUTREACH BUREAU
TRANSFER OPPORTUNITY**

**SERVICE AREA 4 PROGRAM ADMINISTRATION
STAFF ASSISTANT I**

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

The Service Area 4 Administration Team is recruiting a highly motivated and experienced individual to fill our Staff Assistant I vacancy in the Emergency Outreach Bureau. The vacancy is located at 550 S. Vermont Ave., Los Angeles, CA 90020.

EXAMPLES OF DUTIES:

- Maintains e-mail / mail list for various meetings, prepares sign in sheet for meetings and tracks attendance
- Tracks SA 4 Providers' *Requests To Change Discharge Date*
- Prepares, submits and tracks all Special Requests for SA 4 Administration
- Serves as liaison to CIOB on communication devices; tracks all telecommunication devices issued to SA 4 Administration Staff
- Prepares DMH internal reports (the Military Reservists' Status Report, ICCP report, etc.) on SA 4 units
- Prepares the quarterly Overtime Request for SA 4 Administration
- Serves as Unit Liaison / Alternate (1) Equipment Repair / Key and Lock, (2) Paper Recycling & Shredding, (3) Facility Requests and (4) Inventory Control-Portable Equipment & Fixed Assets
- Maintains the SA 4 Item Control for units and up-to-date organizational charts
- Provides administrative support to SA 4 DMH programs as directed by District Chief
- Makes recommendations for the solution of operational problems related to the work of the unit
- Manages the physical resources of the office
- Responsible for ordering, managing and accounting for the unit's supplies and office equipment
- Provides support needed by the district chief in the operation of the Unit including the gathering of performance data and outcomes and the IS Productivity Reports.

DESIREABLE QUALIFICATIONS:

- Ability to be flexible with evolving program needs and work duties
- Ability to problem solve and work independently under time constraints and the pressure of deadlines.
- Ability to prioritize assignments and produce work that is neat, thorough and accurate.
- Strong verbal and written communication skills.
- Strong time management and organizational skills.
- Strong interpersonal skills; able to communicate effectively with departmental staff, community agencies and the public.
- Experience with Outlook and creating Excel documents and other spreadsheets.

REQUIREMENTS:

All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of Staff Assistant I are invited to submit a resume, copies of the last two (2) Performance Evaluations, and copies of the last two (2) years of master time records or e-HR time records to Sylvia Guerrero via fax (213) 351-2490 or email sguerrero@dmh.lacounty.gov.

All materials submitted will be reviewed. Only the most qualified employees, based on the information submitted, will be contacted for an interview. Performance on the interview will determine the final selection. This recruitment announcement will remain open until the needs of the Service Area are met.